The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Community for Engineering Biology Research

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/web/grants/register.html. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

Contents

A. Program Description 3
Issued By 3
Assistance Listings Number (formerly Catalog of Federal Domestic Assistance Number) 3
Assistance Listings Title (formerly CFDA Title) 3
Notice of Funding Opportunity Title 3
NOFO Number 3
Authorizing Authority for Program 3
Appropriation Authority for Program 3
Program Type 3
Program Overview, Objectives, and Priorities 3
B. Federal Award Information 8
Award Amounts, Important Dates, and Extensions 8
DHS Programmatic Involvement 9
C. Eligibility Information 10
Eligible Applicants 10
Eligibility Criteria 10
Maintenance of Effort (MOE) 10
Cost Share or Match 11
D. Application and Submission Information 11
Key Dates and Times 11
Other Key Dates 11
Address to Request Application Package 11
Content and Form of Application Submission 12
Application Instructions 12

The Program Narrative 12
MANDATORY FORMS 13
Research & Related (R&R) Budget 18
The Budget Justification 18
Unique Entity Identifier and System for Award Management (SAM) 21
Electronic Delivery 21
How to Register to Apply through Grants.gov 21
How to Submit an Application to DHS via Grants.gov 23
Timely Receipt Requirements and Proof of Timely Submission 24
Funding Restrictions 25
Equipment 25
Travel 26
Management and Administration (M&A) Costs. 26
Indirect Facilities & Administrative (F&A) Costs 26
E. Application Review Information 26
Application Evaluation Criteria 26
F. Federal Award Administration Information 30
Notice of Award 30
Reporting 31
Close Out Reporting Requirements. 31
Disclosing Information per 2 C.F.R. § 180.335 32
G. DHS Awarding Agency Contact Information 32
Contact and Resource Information 32
H. Additional Information 32
Extensions 32
Disclosure 33
Financial Risk Assessment Evaluation 33
Applicant Disclosure of Risk Status 34
Obligation by DHS/GFAD 34

A. Program Description

Issued By
U.S. Department of Homeland Security (DHS) Science & Technology Directorate (S&T).

Assistance Listings Number (formerly Catalog of Federal Domestic Assistance Number)
CFDA 97.108

Assistance Listings Title (formerly CFDA Title)
Homeland Security, Research, Testing, Evaluation, and Demonstration of Technologies

Notice of Funding Opportunity Title
Community for Engineering Biology Research

NOFO Number
DHS-ST-19-108-CBD-0001

Authorizing Authority for Program
Homeland Security Act of 2002, Section 308, as amended, P.L. 107-296. codified at 6 U.S.C. 188

Appropriation Authority for Program
Appropriations granted under P.L. 116-6, Consolidated Appropriations Act, 2019; Division A-Department of Homeland Security Appropriations Act, 2019; Title IV Research, Development, Training, and Services. For necessary expenses of the Science and Technology Directorate for research and development $511,265,000, to remain available until September 30, 2021.

Program Type

New

Program Overview, Objectives, and Priorities

The Science and Technology Directorate (S&T) is DHS's primary research and development (R&D) arm. S&T manages science and technology research, from development through transition, for the department's operational components and the nation's first responders. S&T's engineers, scientists and researchers work closely with industry and academic partners to ensure R&D investments address the high-priority needs of today and the growing demands of the future.

Advances in the ability to design and engineer biological organisms for intended purposes, an ability commonly called synthetic biology, increase our understandings of natural systems.

Improved understandings of natural systems can equate to improved performance of those (and other) systems. For instance, synthetic biology can be used to alter genetic information within cells to enable a range of outcomes, from simple things like changing the color of a plant to complex things like designing improved medicines that seek and eliminate diseased cells within a sick person. At the same time, improvements in engineering techniques, tools, and applications can be merged with biology to develop biological parts and systems that are working and sustainable. In addition, synthetic biology is unique among the basic sciences because it exists at the intersection of engineering, science and commercial impact – three valuable arenas. As a result of these advantages, synthetic biology is a field in which the U.S. cannot afford to lag.

To stay competitive in the search for answers through biology, the U.S. government needs to have close relationships with the bioengineering, or synthetic biology, community, including commercial companies and end users. Having a close relationship with the synthetic biology community would enable the government to keep abreast of the changes and impacts brought about by synthetic biology, so the government could assess the potential upsides and dangers resulting from synthetic biology processes. As a result, DHS proposes to bring together a community of scientists, engineering developers, commercial companies, and end users to enable DHS to both understand the possible directions the synthetic biology community may take in the future, and also influence those directions.

Finally, helping to build a community of synthetic biologists and users will help satisfy several of DHS's goals. First, it would satisfy one of DHS's strategic priorities to "mature and strengthen Homeland Security," to expand and extend governmental, nongovernmental, domestic and international partnerships (Quadrennial Homeland Security Review 2014). While there are many examples of public and private sector interests aligning with homeland security interests, it is particularly paramount in this era of advancing biological capabilities and emerging technologies that government decision-makers and commercial developers of engineered biological organisms have a common platform for discussion and understanding. Second, the proposed community will help achieve the goals of DHS S&T. According to CBDD's Strategic Goals, issued in 2017, Objective 1.5. **is** to "Conduct horizon scanning for emerging threats in support of Component missions." The proposed community would enable DHS to have a continual means to scan the horizon for possible threats and to get an active read on next generation risks.

Applicants are encouraged to develop proposals to help DHS S&T to build this community to bridge the divide between government and commercial industry. A successful Community for Engineering Biology Research proposal will:

- include academic and industrial contacts and stakeholders from a range of biotechnology sectors, including commercial companies, educators, government agencies, and community leaders
    - Example: planning and hosting of workshops for academic, industry and government experts to come together to understand and address key issues in the synthetic biology field.
- demonstrate awareness of leading-edge advancements in synthetic biology

  - Example: prominent Community members publish in leading scientific journals and/or figure prominently in scientific conferences.
- develop or access roadmaps by which gaps in technology and policy can be closed, with an eye to both government and commercial levers to close those gaps
  - Example: published roadmaps or tutorials addressing how security in the synthetic biology field can be improved.

To prevent conflicts of interest whereby commercial companies advance their own interests unnecessarily, applicants should not be from a for-profit commercial company. Applicants may include academic members, but cannot be owned by an institution of higher education (either public or state controlled institution).

Milestones

The work for this initiative will be divided into three (3) Phases. Each Phase has multiple tasks, performance periods and funding levels. Successful completion of each Phase is required to progress to the subsequent Phase.

It is anticipated that Phase I will include 1-2 awardees.

It is anticipated that Phase II will include 1-2 awardees.

It is anticipated that Phase III will include 1-2 awardees.

Phase II and Phase III are contingent upon government approval and funding availability.

Task Deliverables

PHASE I:

Conduct 10-15 security workshops at academic or not-for-profit research institutions in United States to iteratively refine educational materials and inform a broader pool of graduate students about the importance of considering biosecurity implications when designing and conducting research.

1. Hold 10-15 workshops in academia.
2. Feedback and material adjustments will be made following each set of five workshops, via phone or in-person briefing to sponsor (Months 6 & 12).
3. Briefings that summarize cumulative data reflecting workshop success: number of students receiving certificates of completion; numbers of schools briefed; summaries of geographic reach evidenced by locations of schools; socioeconomic reach measured by anonymous survey data; numbers and types of companies offering jobs to students receiving certificates (if data obtainable); examples of students incorporating security considerations into their work.

PHASE II

Develop a security presentation and workshop for delivery to industrial audiences. Hold 5 workshops with companies.

Based on the previously developed security materials, develop materials, and briefings targeted to the engineering biology industry scientists, their leadership, and funders. The presentation materials for our graduate student workshops will be shortened and targeted to industrial biotechnology researchers. In addition to employees at the companies, their funders (e.g. venture capitalists, angel investors) will be engaged to being to consider security from the earliest possible opportunity. The materials will include standalone documents as well as briefing materials designed to engage these additional stakeholders.

At a minimum, the tools and materials will include:

- Short targeted documents (1-4 pages each) that discuss the relevant ways to inculcate a security mindset and incorporate security measures into engineering biology corporate culture. The documents will be targeted toward issues relevant to industry scientists, safety personnel, corporate executives, and investors (e.g. venture capitalists and angel investors).
- Briefing materials (slides) that include the same information as above.

Deliverable(s):

1. Industry focused presentation and workshop materials.
2. Hold workshops for at least five companies.
3. Briefings to sponsor of data indicating task success, at months 6 and 12. Metrics used to measure success will include number of companies briefed and persons/positions briefed in each company; technical/market area of focus of each company; evidence of longevity of a research security program, if previously established; examples of industry scientists incorporating security considerations into their work; number of funding avenues (angel, VC, etc.) engaged; number of follow up inquiries from industry attendees.

PHASE III

Engage professional societies and government agencies to encourage adoption of a security module as part of responsible conduct of research courses. We will generate a version for oral presentation, or abbreviated workshop, for a broader base of researchers than materials outlined in Tasks 1-2.

Based on the previously developed security materials and their associated feedback, develop a set of materials, and briefings designed for use with larger audiences at professional society meetings and conferences. Materials will be developed to fit within a broad range of technical meetings and events to ensure maximum utility.

Materials will be further developed for government agencies funding engineering biology and bioscience research. The materials will include standalone documents as well as briefing materials designed to engage these additional stakeholders facilitated in-person. These materials

will be focused on helping funders find and institute proper incentives for their performers to ensure that security is considered when designing and conducting biological experiments.

At a minimum, the tools and materials will include:

- A set of short, targeted, documents (1-4 pages each) that discuss the relevant ways to inculcate a security in government funded research, much the same way as biosafety concerns are addressed.
- Briefing materials (slides) that include the same information as above.
- A briefing to be delivered as an oral presentation at professional society meetings attended by scientists utilizing tools and products of bioengineering (e.g., the American Chemical Society, the Society for Industrial Microbiology, etc.).
- Briefings will be delivered to appropriate stakeholders at NIH, NSF, DOE, and other agencies as schedules permit.

Deliverable(s):

1. Develop materials for broader outreach.
2. Deliver presentations and/or hold small workshops at professional society meetings.
3. Agency specific white papers
4. Deliver briefings to science funding agencies.
5. Briefing to sponsor of data indicating task success, at months 6 and 12. Metrics used to measure success will include number of professional societies and government agencies briefed and persons/positions briefed in each; technical/market area of focus of each society, and/or purpose of government agency, as applicable; addition of security sessions to future society meetings; new incidence of inclusion of security aspects in journals and other society materials (e.g., website).

PHASE IV

Partner with external organizations to share lessons learned, leverage shared resources, and engage a broader base.

Partner with other organizations (e.g. NTI, JHU Center for Health Security) to disseminate our work broadly and utilized work performed by other institutions. By partnering with additional organizations, we can accelerate adoption of security considerations as part of the responsible conduct of research and lay the groundwork for international dissemination of these ideals.

Deliverable(s):

1. Share Tasks 1-3 materials with other organizations and train them on use.

2. Participate in brainstorming and development meetings to coordinate complementary work.
3. Brief sponsor of metrics of success: number of organizations receiving disseminated materials; evidence of adoption of security practices by external agencies (government and commercial); number of security practices launched/improved as result of efforts.

Project Timeline (Milestones):

1. Months 1-2: Develop materials and presentation plan outlined in Tasks 1-4
2. Months 1-9: Hold workshops in academia
3. Months 3-6: Develop materials for industry workshop.
4. Months 3-9: Present material and hold small meetings at professional conferences.
5. Month 6: Brief sponsor on metrics of success. Briefing may be in person or telephonic, with in-person preferred.
6. Months 6-12: Hold workshops for industry
7. Months 9-11: Deliver briefings and recommendations to federal stakeholders and partner institutions.
8. Months 1-12: Engage external stakeholders and partner organizations.
9. Month 12: Brief sponsor on metrics of success of each task. Briefing may be in person or telephonic, with in-person preferred.

Project Metrics:

1. Number of workshops held, listed by academic, professional, government, partner institutions
2. Attendance at workshops, measured by number of attendees; level of academic achievement and/or industry focus; number of funding avenues engaged; number of follow-up inquiries fielded
3. Evidence of longevity of research security program, if already in place
4. Number of projects that incorporate security considerations into research plans as a result of hearing EBRC workshops, if research security program not already in place
5. Number of revisions to workshop materials to improve content
6. These data will be presented to the sponsor at months 6 and 12.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: up to $445,000

Projected number of Awards *(Optional)*: *2*

Period of Performance: 12 months

Extension to the period of performance is permitted (see Section H below)

Projected Period of Performance Start Date(s): *08/01/2019*

Projected Period of Performance End Date(s): *07/31/2020*

Funding Instrument

Cooperative Agreements

DHS Programmatic Involvement

The DHS Program Manager (PM) will:

Provide technical guidance and direction in the form of emails and teleconferences.

Coordinate discussions, as required, with the appropriate stakeholders for input on program requirements and the Recipient's proposed solutions.

Review and comment within 15 business days of submission to S&T on any information (e.g., papers, briefings, posters) to be publicly released by the awardee.

Participate in a bi-weekly face-to-face or teleconference meetings to discuss government furnished Quad chart (Government provided) project status reviews and Monthly Project Status Report with the Recipient's Project Team.

Kickoff Meeting: A Kickoff meeting will be held within the first one (1) week after the start of the program. The Kickoff meeting will take place at DHS S&T or FEMA headquarters in Washington, DC, at the Recipient's facility, or via teleconference. The Kickoff meeting will be comprehensive in nature and the following information will be discussed:

a. Introduction of the Recipient's Project Team, including any subcontractor personnel;
b. Government stakeholder requirements: FEMA's Individual, Community Preparedness Division (ICPD)
c. Program technical goals;
d. Technical Approach for the Phases of the Project;
e. Metrics / testing that will be used to measure progress against Phase and Project goals;
f. Potential technical risks and mitigation strategies;

End of Phase Meetings: Participate in End of Phase reviews for each project Phase to discuss the work that was conducted during the Phase and plans for the next Phase of the Program. The main purpose of this review is to evaluate the progress of the awardee in meeting the overall performance goals, and resolving any key technical risks necessary to

continue the program. The End of Phase review will be the basis for determining continued funding for the follow-on Phase. The review shall include the following, where appropriate:

a. Review of the ending Phase's activity;
b. Technical progress achieved against project and Phase goals;
c. Difficulties encountered and recovery actions;
d. An overview of all funds expended by task to date;
e. Scope of work for the proposed following Phase;
f. Schedule and cost breakdown for the proposed following Phase; and
g. Lessons learned and their impact on future R&D efforts for this Program.

The Recipient is required to maintain close and regular contact with the program office which includes submission of Monthly Project Status Reports (due by the 15th of the following month), biweekly calls to discuss the Quad charts and Monthly Project Status Report, and status updates from all sub-contractors to this effort. These discussions and/or correspondence will update the DHS Program Manager on each aspect of the effort and current funding levels and expenditures. In order to facilitate the timely exchange of information, the Recipient will also provide the Program Manager with Primary and Secondary Points of Contacts, e-mail addresses, office telephone numbers, and mobile telephone numbers.

C. Eligibility Information

Eligible Applicants

- *Nonprofits with 501(c)(3) IRS status, other than institution of higher education*
- *Nonprofits without 501(c)(3) IRS status, other than institution of higher education*
- *Public & state controlled institutions of higher education*

Eligibility Criteria

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section §501 (c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. §501 (c)(4), that engages in lobbying activities is not eligible to apply.

Applicants that do not meet the eligibility criteria by the application deadline will be ineligible for review and consideration in this competition.

Applicants with academic or non-profit organizations who have advanced knowledge about synthetic biological systems are eligible to apply.

Maintenance of Effort (MOE)

There is no statutory maintenance-of-effort (MOE) requirement associated with this award of the funding in this Notice.

Cost Share or Match

There is no cost share or matching requirement associated with this award of the funding in this Notice.

D. Application and Submission Information

Key Dates and Times

Application Start Date: *06/24/2019*

Application Submission Deadline: *07/29/2019 at 23:59:59 [Eastern Standard Time] late applications are neither reviewed nor considered*

Anticipated Funding Selection Date: *08/12/2019*

Anticipated Award Date: *08/19/2019*

Other Key Dates

Event	Suggested Deadline For Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline

Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov , select "Applicants" then "Apply for Grants." In order to obtain the application package select "Download a Grant Application Package." Enter the Assistance Listings (formerly CFDA) and/or the funding opportunity number located on the cover of this NOFO, select "Download Package," and then follow the prompts to download the application package.

For a hardcopy of the full NOFO, please write or fax a request to:

Janet Bailey
Office of Procurement Operations (MGMT I OPO)
245 Murray Lane SW
Mail Stop 0115
Washington, D.C. 20528-0115
Phone: 202-447-0362

Email: janet.bailey@HQ.DHS.GOV

Applications will be processed through the Grants.gov portal.

Please note, The Grants.gov (http://www.grants.gov) registration process can take several days. If your organization is not currently registered with http://www.grants.gov, please begin this process immediately. **For assistance with http://www.grants.gov, please contact** support@grants.gov **or 1-800-518-4726 between 7 a.m. and 9 p.m. Eastern Time.** At the http://www.grants.gov website, you will find information about submitting an application electronically through the site, including the hours of operation. GFAD strongly recommends that you do not wait until the application due date to begin the application process through http://www.grants.gov because of the time involved to complete the registration process.

Content and Form of Application Submission

Applicants must submit a Full Application by the specified due date and time to be considered for funding under this FOA. Applicants must complete the following application forms found on the Grants.gov website at https://www.grants.gov, in accordance with the instructions.

Application Instructions

The Program Narrative

The Program Narrative shall not exceed 30 single-sided pages in length, not including the cover page, Table of Contents, and resumes for key personnel. Any submissions where the Program Narrative exceeds 30 pages will not be evaluated. The cover page, Table of Contents and resumes for key personnel are not subject to the page limitation. The page size shall be 8-1/2 x 11 inches, single or double spaced, with 1 inch margins. Times New Roman 12 point font should be used for the submission (Text embedded within graphics or tables in the body of the Program Narrative shall be legible and not smaller than 8 point). Electronic files will be in portable document format (PDF), readable by IBM-compatible PCs. Each file size must be no more than 10 MB.

Cover Page: This shall include the words "Program Narrative" and the following:

1) NOFO number;
2) Title of Full Proposal;
3) Identity of prime Offeror and complete list of subcontractors, if applicable;
4) Technical point of contact (name, address, phone/fax, electronic mail address);
5) Administrative/business point of contact (name, address, phone/fax, electronic mail address); and,
6) The signature and title of an authorized representative of the entity submitting the full proposal. If multiple organizations are participating, one signature from the principal/leading organization is acceptable.

The Program Narrative shall include the following:

1. **Executive Summary**- that summarizes the full proposal and the expected benefits of the solution.
2. **Proposal**: Describe the proposed work and the associated technical and management issues.
3. **Performance Goals:** Describe the overall methodology and how it will meet the program objectives and the specific Technical Task Area.
4. **Detailed Technical Approach:** Describe the proposed design and technical approach for each of the Tasks (see Appendix: Statement Of Objectives) addressing the evaluation criteria listed in Table 1 of Section E (Evaluation Criteria). Describe how each Task will be performed and identify sub-tasks, if appropriate. Provide an integrated display for the proposed research, showing each Task with major milestones. Include a proposed schedule for the effort (estimated dates of Tasks, milestones and deliverables). Provide a brief summary of all deliverables proposed under this effort, along with suggested due dates (calendar days after the effective date of award).
5. **Management Plan:** Provide a summary of the management approach, including an explicit description of what role each participant or team member will play in the project, and their past experience in technical areas related to this proposal.
6. **Facilities:** List the location(s) where the work will be performed, and the facilities to be used. Describe any specialized or unique facilities which directly affect the effort.
7. **Government-Furnished Resources:** Provide a brief summary of required information and data which must be provided by the Government to support the proposed work, if any.
8. **Resumes for Key Personnel:** In Appendix A, provide resumes and *curriculum vitae* (CVs) for each of the key personnel. These resumes do not count toward the 30-page limit.

No Classified Proposals (or portions of proposals) will be accepted.

There are two groups of forms associated with this application: mandatory and optional. Please read the instructions carefully to determine which forms you must submit.

MANDATORY FORMS

SF424 (R&R)

Instructions for Application for Federal Assistance (SF-424)

Item	Field Name	Information
1.	Type of Submission:	(Required) Select one type of submission in accordance with agency instructions. • Pre-application • Application • Changed/Corrected Application - Check

		if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.
2.	Type of Application:	(Required) Select one type of application in accordance with agency instructions. • New - An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)
3.	Date Received:	Leave this field blank. This date will be assigned by the Federal agency.
4.	Applicant Identifier:	Leave this field blank.
5a.	Federal Entity Identifier:	Enter the Funding Opportunity Number.
5b.	Federal Award Identifier:	For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award grant number.
6.	Date Received by State:	Leave this field blank.
7.	State Application Identifier:	Leave this field blank.
8.	Applicant Information:	Enter the following in accordance with agency instructions:
	a. Legal Name:	(Required) Enter the legal name of applicant that will undertake the

		assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov.
	b. Employer/Taxpayer Number (EIN/TIN):	(Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.
	c. Organizational DUNS:	(Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov.
	d. Address:	Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).
	e. Organizational Unit:	Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.
	f. Name and contact information of person to be contacted on matters involving this application:	Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.	A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal

		Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify)
10.	Name Of Federal Agency:	(Required) Enter the name of the federal agency from which assistance is being requested with this application.
11.	Catalog Of Federal Domestic Assistance Number/Title:	Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12.	Funding Opportunity Number/Title:	(Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
13.	Competition Identification Number/Title:	Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
14.	Areas Affected By Project:	This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance

		Site Location(s) Form. Add attachment to enter additional areas, if needed.
15.	Descriptive Title of Applicant's Project:	(Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
16.	Congressional Districts Of:	15a. (Required) Enter the applicant's congressional district. 15b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation - 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
17.	Proposed Project Start and End Dates:	(Required) Enter the proposed start date and end date of the project.
18.	Estimated Funding:	(Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.

19.	Is Application Subject to Review by State Under Executive Order 12372 Process?	(Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
20.	Is the Applicant Delinquent on any Federal Debt?	(Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
21.	Authorized Representative:	To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

Research & Related (R&R) Budget

An R&R Budget is required for ALL applications. Please ensure that the total requested corresponds to Block 16.a on the SF 424 R&R form.

The Budget Justification

A Budget Justification is also required for ALL applications.

The Budget Justification shall not exceed 10 single-sided pages in length, not including the cover page. The page size shall be 8-1/2 x 11 inches, single or double spaced, with 1 inch margins. Times New Roman 12 point font should be used for the submission (text embedded within graphics or tables in the body of the Budget Justification shall be legible and not smaller than 8 point).Electronic files will be in portable document format

(PDF), readable by IBM-compatible PCs. Each file size must be no more than 10 MB.

Cover Page: This shall include the words "Budget Justification" and the following:

1) NOFO number;
2) Title of Full Proposal;
3) Identity of prime Offeror and complete list of subcontractors, if applicable;
4) Technical point of contact (name, address, phone/fax, electronic mail address);
5) Administrative/business point of contact (name, address, phone/fax, electronic mail address); and,
6) The signature and title of an authorized representative of the entity submitting the full proposal. If multiple organizations are participating, one signature from the principal/leading organization is acceptable.

Part 1: Detailed breakdown of all costs by the cost categories (below). The Applicant shall provide a total estimated price for major demonstrations and other activities associated with the Program Narrative. The Applicant shall state whether any Independent Research and Development (IR&D) program is or will be dedicated to this effort, or if IR&D is being pursued to benefit related programs as well.

Part 2: Cost breakdown by task/sub-task using the same task numbers in the Statement of Objectives/Appendix.

The Budget Justification shall be consistent with the application for this Cooperative Agreement. Activities such as demonstrations required to reduce the various technical risks shall be identified and reflected in the Budget Justification. The Applicant shall provide a total estimated price for the activities associated with the program.

Please ensure that items listed in the budget justification correspond to the funds requested on the R&R Budget form. Attach the Budget Justification to the R&R Budget form. If you need to attach more than one file to fully capture your budget justification, you may use the optional "Attachments" form.

Please use the following guidance when assembling your budget justification:

Use the following cost categories to group items of cost in your budget justification.

PERSONNEL (Direct Labor-Individual labor category or person, with associated labor hours and **unburdened** direct labor rates;) If subcontractors are participating, then include a detailed description of that participation. If Consultants are participating, then provide the consultant agreement or other document which verifies the proposed loaded daily/hourly rate.

FRINGE BENEFITS

TRAVEL - Number of trips, destinations, durations, etc. (Travel estimate shall include costs for attendance/presentation at an annual one-day First Responders Group Review that is held in the Washington metropolitan area.)
EQUIPMENT (see item C on R&R Budget Form)

SUPPLIES/MATERIALS - shall be specifically itemized with costs or estimated costs. Where possible, indicate purchasing method, (Competition, engineering estimate, market survey, etc.) (see item F.1 on R&R Budget Form)

CONTRACTUAL (see item F.5 on R&R Budget Form)

OTHER DIRECT COSTS - particularly any proposed items of equipment or facilities. Equipment and facilities generally must be furnished by the contractor/recipient. Justifications must be provided when Government funding for such items is sought. (see items under item F on R&R Budget Form) -

INDIRECT COSTS - Fringe Benefits, Overhead, G&A, COM, etc. (***Must show base amount and rate***)

Please ensure that you supply a total for each of the cost categories listed above (and related fields on the R&R Budget Form) for the proposed budget period in your application.

Research & Related Project/Performance Site Location(s)
Please provide information for every site (including subcontractors and outside vendors, with sub-awards or subcontracts of $25,000 or more) in your project.

SF 424B Assurances for Non-Construction Programs
Submit this form. It will be electronically signed upon submission to Grants.gov as part of your application.

Certification Regarding Lobbying
Submit this form. If paragraph two of the certification applies, then complete and submit the SF-LLL Disclosure of Lobbying, which is provided as an optional form in the application package.

Research & Related Senior/Key Person Profile
Please supply biographical information on key personnel. The files can be attached at item 12 on the "Other Project Information Form", or use the optional "Attachments" form.

OPTIONAL FORMS

SF-LLL Disclosure of Lobbying Activities
Do NOT submit this form UNLESS paragraph 2 of the "Certification Regarding Lobbying" form applies to your organization. Some items on this form auto-populate once you complete the SF-424.

Attachments Form
Use this form to attach other documents if you need another place to electronically attach portions of your application.2. Content and Form of Application Submission.

Unique Entity Identifier and System for Award Management (SAM)

All applicants for this award must:

1. Be registered in SAM before submitting its application;
2. Provide a valid DUNS number in its application; and
3. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

DHS may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DHS is ready to make a federal award. DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages applicants to submit their applications online through Grants.gov.

How to Register to Apply through Grants.gov

1. *Instructions:* Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

   The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

   Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants.

If individual applicants are eligible to apply for this grant funding opportunity, refer to: https://www.grants.gov/web/grants/applicants/registration.html

Organization applicants can find complete instructions here: https://www.grants.gov/web/grants/applicants/organization-registration.html

2. *Obtain a DUNS Number*: All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.

   For more detailed instructions for obtaining a DUNS number, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

3. *Register with SAM*: In addition to having a DUNS number, all organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

   For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

4. *Create a Grants.gov Account*: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process.

   For more information, follow the on-screen instructions or refer to: https://www.grants.gov/web/grants/applicants/registration.html

5. *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile.

   For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/add-profile.html

6. *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the Authorized Organization Representative (AOR) role, thereby giving you permission to complete

and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

7. *Track Role Status*: To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

8. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed and it is crucial for valid and timely submissions.**

How to Submit an Application to DHS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different Webforms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

1. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission.

3. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

   NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

4. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

5. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

6. *Submit a Workspace*: An application may be submitted through workspace by clicking the "Sign and Submit" button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

7. *Track a Workspace*: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:
https://www.grants.gov/web/grants/applicants/applicant-training.html

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist DHS with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

Online Submissions. All applications must be received by **Midnight <*select Eastern Standard Time or Eastern Daylight Time*>** on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When DHS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by DHS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (See https://www.archives.gov/federal-register/codification/executive-order/12372.html; https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf).

Funding Restrictions

DHS grant or cooperative agreement funds may only be used for the purpose set forth in the agreement and must be consistent with the statutory authority for the award. Grant or cooperative agreement funds and non-monetary support may not be used for cost-sharing or matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

Equipment

1. Title to equipment acquired by the Recipient with Federal funds provided under this Award shall vest in the Recipient, subject to the conditions pertaining to equipment in OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Learning, Hospitals and Other Non-Profit Organizations, relocated to 2 CFR Part 215.

2. Prior to the purchase of Equipment in the amount of $5,000 or more per unit cost, the Recipient must obtain the written approval from DHS.

3. For equipment purchased with Award funds having a $5,000 or more per unit cost, the Recipient shall submit a monthly inventory with the Financial Status Report, that will include a description of the property; manufacturer model number, serial number or other identification number; the source of property; name on title; acquisition date; and cost of the unit; the address of use; operational condition of the property; and, disposition data, if applicable. A Final Report will be due with the Final Performance Report at the expiration of

the Project Period, and may be emailed to DHS-GrantReports@dhs.gov (include the Recipient name and DHS grant number in the subject line).

Travel

Domestic Travel: Domestic travel required in the performance of the duties approved in this Award must be approved by DHS in advance and in writing and comply with the applicable OMB Cost Principles Circular and Federal travel regulations. Requests for travel identifying the traveler, the purpose, the destination, and the estimated travel costs must be submitted to the DHS Grants Officer 30 days prior to the commencement of travel.

Foreign Travel: Foreign travel required in the performance of the duties approved in this Award is not anticipated. However, if foreign travel is required, it must be approved by DHS in advance and in writing and comply with the applicable OMB Cost Principles Circular. Requests for foreign travel identifying the traveler, the purpose, the destination, and the estimated travel costs must be submitted to the DHS Grants Officer 60 days prior to the commencement of travel.

Management and Administration (M&A) Costs.

Indicate if M&A costs are allowable by the recipient and sub-recipient. Provide the amount/level of M&A that is allowed and, if applicable, any program specific M&A items that are allowable. Also provide the basis for allowing M&A, such as statute, or, for non-statutory (i.e., discretionary authority).

M&A are not operational costs but are necessary costs incurred in direct support of the grant or cooperative agreement or as a consequence of it, such as travel, meeting-related expenses, and salaries of full/part-time staff in direct support of the program. As such these can be itemized in financial reports.

Indirect Facilities & Administrative (F&A) Costs.

Indirect F&A costs means those costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to the costs objectives specifically benefitted, without effort disproportionate to the results achieved.

Indicate if Indirect F&A costs are allowable by the recipient and sub-recipient. Since these costs are based on a federally approved and negotiated rate, if allowable, require that the applicant provide a copy of an official letter confirming the negotiated rate prior to drawing down funding under the award.

E. Application Review Information

Application Evaluation Criteria

Prior to making a federal award, the *<DHS FAO>* is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity

information. Therefore, application evaluation criteria may include the following risk based considerations of the applicant:

1. Financial stability.
2. Quality of management systems and ability to meet management standards.
3. History of performance in managing federal award.
4. Reports and findings from audits.
5. Ability to effectively implement statutory, regulatory, or other requirements.

Criteria: General Objectives

DHS S&T-FRG-IAS and FEMA-ICPD are seeking applications from qualified industry, institutions, organizations and associations for a citizen centric training initiative, aimed primarily at high school-age students, designed to enhance a bystander's ability to take decisive, lifesaving action to assist victims with traumatic injuries, including but not limited to bleeding control at mass casualty events.

The training is intended to provide research-validated knowledge and accepted practices necessary to stabilize the injured and control severe bleeding until first responders arrive on the scene. The effort is aimed at a broad youth-based approach through public/private schools, not-for-profit organizations, faith-based and other civic communities of interest. The training provides practical guidance to stop uncontrolled bleeding from traumatic injuries using materials readily found at an incident or worn by the victim and citizen responders. The primary target audience is high school age students. The training is expected to be self-sustaining from philanthropic contributions and donations as well as procured from governments and academic institutions and other community-based organizations. The successful candidate(s) will demonstrate proven programmatic ability to design, develop and sustain a public-facing training campaign and self-sustaining funding practices.

The specific evaluation criterial for the tasks and personnel / organization and weighted with a total value of 100 points. The criteria, description and value weight are provided in Table 1 below.

Evaluation Criteria	*Description*	*Value Weight*
Criteria 1. Project Management	1.1 How does applicant propose to manage team?	0-3
	1.2 How will applicant ensure government stakeholder coordination and communication?	0-2
Criteria 2. SATT Requirements,	2.1 How will applicant develop requirements, performance metrics, and	0-10

Performance Metrics, Content & Materials	research-validated curriculum content and materials?	
	2.2 How will applicant design and validate age-appropriate curriculum content and materials for instructor-led and self-taught training?	0-5
Criteria 3. Audio and Visual Learning Aids	3.1 What delivery mediums and mechanisms will applicant propose for content and material?	0-5
	3.2 How will applicant validate age appropriateness of Learning Aids and their delivery mechanism(s)?	0-5
Criteria 4. On-line Delivery Mechanisms	4.1 How will applicant design and validate effectiveness of on-line request and delivery of content and materials?	0-5
	4.2 How will applicant design and validate effectiveness of on-line and other resourcing methods?	0-5
Criteria 5. Business Plan Execution	5.1 How will applicant achieve adoption within the Public school systems?	0-15
	5.2 How will applicant achieve self-sustainment resourcing?	0-10
	5.3 Demonstrated success in establishing and sustaining public facing training and awareness programs.	0-5
Criteria 6. Key Personnel Organizations	6.1 Demonstrated alignment / participation with established medical sector organizations for the research-validated approach and content of the training.	0-10
	6.2 Applicants with trauma care experience.	0-5
	6.3 Applicants with charitable fund raising capabilities	0-5
	6.4 Demonstrated alignment / participation with established voluntary, philanthropic and other appropriate service centered organizations for the distribution and widespread adoption and delivery of the training.	0-5

Criteria 7. Budget Justification	7.1 The Budget Justification will be evaluated for reasonableness and completeness of the proposed contract cost.	0-5

Table 1. Evaluation Criteria

Eligible entities that can meet the general objectives and specific criteria, as well as addressing the more detailed information provided in the Appendix (Statement Of Objectives) are encouraged to apply. Cost sharing will not be considered in the evaluation.

Review and Selection Process
DHS will conduct an initial review of applications to determine the responsiveness of the application. If an applicant is determined to be ineligible (see Section C. Eligibility Information) or an application is determined to be non-responsive, DHS will notify the applicant.

Applications will be evaluated relative to the requirements of the funding opportunity announcement. Therefore, interested parties should be aware that evaluators will distinguish between what is required information and rationalizations, "brochuremanship," or extraneous information. Final consideration will, however, take into consideration additional information submitted that supports claims in proposals for this opportunity.

The applicant has the responsibility to provide information that clearly demonstrates its ability to satisfactorily respond to the requirements of the funding opportunity announcement.

DHS Science and Technology (S&T), First Responders Group (FRG) Information Applications and Systems (IAS) and the Federal Emergency Management Agency (FEMA), Individual and Community Preparedness Division (ICPD) program managers will perform the reviews. Other DHS subject matter experts may also be requested to review the proposals.

S&T's policy is to ensure an impartial, equitable, and comprehensive evaluation of all proposals and to select the source (or combination of sources) whose offer is most advantageous to the government. All properly submitted proposals that conform to the requirements will be reviewed by a Government Evaluation Panel comprised of federal government employees as the sole voting members.

All government personnel are bound by public law to protect proprietary information. Further, Contractor personnel who will have access to any proprietary data will be bound by appropriate non-disclosure agreements to protect proprietary and source-selection information and shall certify that they have no financial interest in any submissions evaluated. They will not be permitted to release any source-selection information to third parties, including others in their organization. Submissions and information received in response to this solicitation constitute permission to disclose that information to certified evaluators under these conditions.

Supplemental Financial Integrity Review

If the anticipated federal share of a federal award will be greater than the simplified acquisition threshold, currently $250,000 (see Section 805 of the National Defense Authorization Act for Fiscal year 2008, Pub. L. No. 115-91, OMB Memorandum M-18-18 at https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf):

i. Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
iii. DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205 federal awarding agency review of risk posed by applicants.

F. Federal Award Administration Information

Notice of Award

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at:

DHS Standard Terms and Conditions

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made, unless the application is for a continuation award. In that event, the terms and conditions in effect at the time the original award was made will generally apply. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

Before accepting the award, the AOR should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program.

Reporting
Federal Financial Reporting Requirements.

Quarterly Financial Status Reports. The Recipient shall submit a Federal Financial Report (SF 425) to the DHS Grants Officer no later than 30 after the end of the reporting period end date.

a. Final Financial Status Report. The Recipient shall submit the Final Financial Status Report (SF 425) to the DHS Grants Officer no later than 90 days after the project period end date.
b. Quarterly Federal Financial Reports (Cash Transaction). The Recipient shall submit the FFR (SF 425) Federal Cash Transaction Report to the Department of Health and Human Services, Payment Management System, Smartlink.

The Federal Financial Reporting Form (FFR) is available online at:

SF-425 *OMB #4040-0014*

Program Performance Reporting Requirements.

Semi-Annual Performance Reports. The Recipient shall submit a six month performance report and a final report at the conclusion of month 12. Performance Reports shall describe accomplishments. The Final Performance Report shall be submitted 90 days after the expiration date of the Performance Period.

Close Out Reporting Requirements.
Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

If applicable, an inventory of all construction projects that used funds from this program must be reported with the final progress report.

After these reports have been reviewed and approved by <*DHS FAO*>, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as

closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with a federal agency, the recipient must notify the federal agency if it knows if any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335. At any time after accepting the award, if the recipient learns that any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to the federal agency in accordance with 2 C.F.R. § 180.350.

G. DHS Awarding Agency Contact Information

Contact and Resource Information

DHS POC Information

Dave Shepherd, Program Manager
Department of Homeland Security
Science and Technology Directorate
202-254-5897 (v)
202-254-6166 (f)
dave.shepherd@hq.dhs.gov

Janet Bailey, Grants officer
Grants and Financial Assistance Division
U.S. Department of Homeland Security| OPO/OCPO/GFAD
202-447-0362 (v)
janet.bailey@hq.dhs.gov

H. Additional Information

Extensions

Extensions to this program are allowed.

1. Extensions will be considered on a case by case basis. An awardee must demonstrate significant operational or procurement issues in order to be considered for an extension.

2. Extensions to the Period of Performance can only be authorized in writing by the DHS Grant Officer.
3. The extension request shall be submitted to the DHS Grants Officer sixty (60) days prior to the expiration date of the performance period.
4. Request for time extensions to the Period of Performance will be considered, but will be not be granted automatically, and must be supported by adequate justification to be processed. The justification is a written explanation of the reason or reasons for the delay; an outline of remaining resources/funds available to support the extended Period of Performance; and a description of performance and financial status reports current and justification submitted, extension requests shall not be processed.
5. DHS has no obligation to provide additional resources/funding as a result of an extension.

Disclosure

Financial Risk Assessment Evaluation

DHS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria, and results from this evaluation will inform funding decisions. If DHS determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award.

In evaluating risks, DHS may consider the following:

- Financial stability
- Quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance
- Applicant's record in managing previous DHS awards, cooperative agreements, or procurement awards, including:

    1. Timeliness of compliance with applicable reporting requirements
    2. Accuracy of data reported
    3. Conformance to the terms and conditions of previous federal awards
    4. If applicable, the extent to which any previously awarded amounts will be expended prior to future awards
    5. Information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as: Federal Awardee Performance and Integrity Information System (FAPIIS), Duns and SAM
    6. Reports and findings from single audits performed under Subpart F – Audit Requirements, 2 C.F.R. Part 200 and findings and reports of any other available audits
    7. Applicant organization's annual report

8. Publicly available information, including information from the applicant organization's website
9. Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients.

In addition, organizations who have not received prior DHS awards may be required to complete a risk assessment questionnaire as part of the pre-award financial and administrative review.

Applicant Disclosure of Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated at a higher risk by another federal grant making agency, you must submit the following information at the time of application submission:

- The federal agency that currently designated the applicant as high risk.
- Date the applicant was designated at a higher risk.
- The higher risk point of contact name, phone number, and email address, from that federal agency.
- Reasons for the higher risk status.

DHS seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this higher risk information does not disqualify any organization from receiving a DHS award. However, additional grant oversight may be included, if necessary, in award documentation.

Obligation by DHS/GFAD

Publication of this Notice of Funding Opportunity (NOFO) does not obligate the Department of Homeland Security (DHS), Grants and Financial Assistance Division (GFAD) to award any specific number of grants and/or cooperative agreements or to obligate any particular amount of funding.